

# **PAYMENT TIPS**

## **Check number does not Appear on OPAY**

If a check number does not appear on **OPAY**, and an adequate amount of time has *passed* since the scheduled pay date for issuing a check, *consult the **Unscheduled Payment Turnaround Report, 1G07B**. This report lists the scheduled payments and the reasons that a check has not been issued.* The problem may be:

- A. **Schedule payment date:** Check to be sure date is valid for indicated fiscal year. If the scheduled payment date is incorrect, contact OSRAP to have the date changed.
- B. **Cash availability:** Check the **CASH** table in AFS to see if sufficient cash is in the account.
- C. **Vendor status:** Check the 'hold field' indicator on the vendor table (**VEND**) in AFS. If 'hold field' is marked Y, call OSRAP for further direction.
- D. **Credit memo:** Check to see if your agency has any credit memos issued for that vendor in AFS. No check will cut until the credit is completely used.
- E. **Interagency transfer** (payment type - 2):  
*No check number is assigned if the payment is actually an interagency transfer.*

## **Common Payment Failures on OPAY (status 637)**

### A. **EXP AMT > PO DIST AMT:**

If your payment fails and the error on **OPAG** is **EXP AMT > PO DIST AMT**, you may be attempting a partial payment against an accounting line with insufficient unexpensed funds. This sometimes occurs when adjustments have been taken either on the invoice being processed, or a previous invoice. AFS will only allow a payment to exceed the original encumbrance by 10% if the payment is a **FINAL PAYMENT**.

**SOLUTION 1:** If no other payment will be processed on the order, change the partial/final flag on **OPAY** to '**F**' and process the payment.

**SOLUTION 2:** If there are other payments that will be processed, issue a change order to increase the encumbrance to allow processing of the payment.

### B. **RECORD ALREADY ON OVIH:**

If your payment fails and the error on **OPAG** is **RECORD ALREADY ON OVIH**, a payment record already exists in AFS for the specified invoice number and vendor number on your **OPAY** record.

This problem can be minimized by using unique invoice numbers. *The vendor's invoice number, when provided, should always be used to prevent duplicate payments. If the vendor does not provide invoice numbers and the agency has to assign them, the agency should develop a numbering system that ensures unique invoice numbers are assigned, monitored, and entered.*

Determine if the payment is a duplicate payment. If the vendor invoice number was processed through AGPS on another order number, it can be viewed on the **OINI** screen. If payment was processed directly in AFS for the vendor invoice number, with proper access you can view information concerning the vendor invoice in AFS on the **OVIH** screen.

**SOLUTION:** If the payment needs to be issued, change the **OPAY** approve payment flag to '**N**', reverse post and cancel invoice (**OINV** s/c **660**, then **696**), and re-enter invoice using new unique invoice number.

## **Interagency Transfer (Payment - Type 2)**

If you have processed an interagency transfer (a type 2 payment), and you have proper access, you can view the transfer history in AFS on the **OLGL** screen. *The **1G05B(buyer)** and **1G05S(seller)** reports provide buyer and seller agency numbers, document numbers, vendor invoice numbers, amounts, and other pertinent information on interagency transfers.*